

DEPARTMENT OF DEVELOPMENTAL SERVICES – NORTH REGION
JOB OPPORTUNITY
SECRETARY 2
WILLIMANTIC/PUTNAM

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: State Employees

Location: Willimantic/Putnam

Job Posting No: 00101896

Hours: Monday through Friday: 8:30am – 5:00pm. RDO's: Saturday and Sunday

Salary: \$42,755 - \$55,910

Closing Date: June 4, 2012

Eligibility Requirement: Candidates must have applied for and passed the SECRETARY 2 EXAM and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

Examples of Duties: Assigned to the Public Division, the incumbent will work 3-4 days in the Willimantic office and 1-2 days in the Putnam office. Provides secretarial support to the Public Program Manager, including designing and maintaining various spreadsheets and databases, maintaining files, scheduling meetings, taking minutes and maintaining calendars. Provides general clerical support (typing, filing, scheduling meetings, taking minutes, data entry) for the Public Programs team of professional and supervisory staff assigned to the two offices as well as to area residential programs. Performs duties related to office management: ordering supplies, coordinating maintenance and repair of office equipment, scheduling conference rooms, monitoring vehicle assignments, mileage reports and scheduling vehicle maintenance, answers main line and roll over phone calls from department clients, families, providers, department staff and the general public, providing information and assisting as needed. Performs related duties as assigned.

Knowledge, Skills and Abilities: Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; knowledge of department's/unit's policies and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

General Experience: Three (3) years' experience above the routine clerk level in office support or secretarial work.

Special Experience: One (1) year of the General Experience must have been as a Secretary 1 or its equivalent.

Substitution Allowed: College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of two (2) years.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to:

Department of Developmental Services — North Region
155 Founders Plaza / 255 Pitkin Street
East Hartford, CT 06108
Attn: Carol Pfeifer, Human Resources
Fax: (860) 622-4967

All application materials must be received by 11:59 p.m. on the closing date indicated above.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.